



CLJ-CMS Court User Work Group
News and Announcements
From meeting held October 26, 2016



The CLJ-CMS CUWG meeting was held via telephone conference on October 26, 2016.

Project Updates:

Request for Proposal (RFP) information:

- The RFP proposals from the vendors are due in by December 2, 2016.
- AOC has responded to two rounds of questions from the vendors since the August 26th release of the RFP. The second round questions and answers will be published Friday, October 28.
- Vendors may file a Letter of Intent to submit a proposal by November 4, 2016. This is an optional step and is not required. Vendors can submit their proposal by December 2, 2016, even if they do not submit a Letter of Intent.

The Project Steering Committee will meet on November 1, 2016, to review the candidates who volunteered to be RFP evaluators and finalize the list of the evaluation teams. Tier 1 evaluators will have training on how to review the proposals for evaluation on or about December 7th and will have until January 11th to complete their portions of the review. The top scoring vendors will be invited to the next phase, Vendor Demonstrations, which is scheduled in February 2017.

The project is planning to hire some additional technical resources around the beginning of next year. The new technical staff will begin to look at the project's integration needs and begin planning for completing that work.

The Organizational Change Management (OCM) Team has been reviewing the schedule of upcoming conferences and looking for ways to provide information about the project to the CLJ attendees. The first opportunity to do this occurred on October 17th-18th at the DMCMA Line Staff Conference. A project information table was set up at the conference and project staff were present to provide handouts and answer questions.

Court Business Office (CBO) Report:

The CLJ-CMS Team visited 26 courts in two weeks, finishing their site visits on October 10th. The courts and probation departments visited were very welcoming. The team documented a lot of information on how the courts and probation departments do their business. The team will turn those notes into documentation of which processes are the same and which processes vary from location to location. One of the biggest differences noted was the variation of the roles: who in the court or probation office performs which

duties. This will be very important for planning the setup of roles and security in the new COTS program, and determining if any locations may need to change their processes.

Other current efforts:

- Scripts for the vendor demonstrations are being formatted for printing and are being proofed for final edits.
- The team is working with the DMCMA Road Show helping to answer questions from attendees, updating materials, and working on new clean-up reports. The newest clean-up report is due out within the next week.

The tentative meeting dates for the rest of 2016 as well as the entire 2017 year were reviewed.

There will not be a conference call meeting in November, instead there will be an update email to the CUWG.